

COMMODITIES (DSCC-C)

MISSION:

Serves as the principal advisor and assistant to the Commander in directing the accomplishment of mission responsibilities to provide Supply Support, Contracting and Production Support, Quality Assurance and Technical Support for all electronic supplies and services assigned to DSCC.

ACTIVE DEVICES UNIT (DSCC-CA)

ACTIVE DEVICES TEAM 1 (DSCC-CAA)

ACTIVE DEVICES CORE TEAM 1A (DSCC-CAAA)

ACTIVE DEVICES CORE TEAM 1B (DSCC-CAAB)

ACTIVE DEVICES CORE TEAM 1C (DSCC-CAAC)

ACTIVE DEVICES TEAM 2 (DSCC-CAB)

ACTIVE DEVICES CORE TEAM 2A (DSCC-CABA)

ACTIVE DEVICES CORE TEAM 2B (DSCC-CABB)

ACTIVE DEVICES TEAM 3 (DSCC-CAC)

ACTIVE DEVICES CORE TEAM 3A (DSCC-CACA)

ACTIVE DEVICES CORE TEAM 3B (DSCC-CACB)

ACTIVE DEVICES CORE TEAM 3C (DSCC-CACC)

ELECTRICAL DEVICES UNIT (DSCC-CD)

ELECTRICAL DEVICES TEAM 1 (DSCC-CDA)

ELECTRICAL DEVICES CORE TEAM 1A (DSCC-CDAA)

ELECTRICAL DEVICES CORE TEAM 1B (DSCC-CDAB)

ELECTRICAL DEVICES CORE TEAM 1C (DSCC-CDAC)

ELECTRICAL DEVICES TEAM 2 (DSCC-CDB)

ELECTRICAL DEVICES CORE TEAM 2A (DSCC-CDBA)

ELECTRICAL DEVICES CORE TEAM 2B (DSCC-CDBB)

ELECTRICAL DEVICES CORE TEAM 2C (DSCC-CDBC)

ELECTRICAL DEVICES TEAM 3 (DSCC-CDC)

ELECTRICAL DEVICES CORE TEAM 3A (DSCC-CDCA)

ELECTRICAL DEVICES CORE TEAM 3B (DSCC-CDCB)

ELECTRICAL DEVICES CORE TEAM 3C (DSCC-CDCC)

PASSIVE UNIT (DSCC-CP)

PASSIVE TEAM 1 (DSCC-CPA)

PASSIVE CORE TEAM 1A (DSCC-CPAA)

PASSIVE CORE TEAM 1B (DSCC-CPAB)

CORE TEAM 1C (DSCC-CPAC)

PASSIVE TEAM 2 (DSCC-CPB)

PASSIVE CORE TEAM 2A (DSCC-CPBA)

PASSIVE CORE TEAM 2B (DSCC-CPBB)

PASSIVE CORE TEAM 2C (DSCC-CPBC)

SUPPORT UNIT (DSCC-CS)

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SUPPORT TEAM 1 (DSCC-CSA)
SUPPORT CORE TEAM 1A (DSCC-CSAA)
SUPPORT CORE TEAM 1B (DSCC-CSAB)
SUPPORT CORE TEAM 1C (DSCC-CSAC)
SUPPORT TEAM 2 (DSCC-CSB)
SUPPORT CORE TEAM 2A (DSCC-CSBA)
SUPPORT CORE TEAM 2B (DSCC-CSBB)
SUPPORT TEAM 3 (DSCC-CSC)
SUPPORT CORE TEAM 3A (DSCC-CSCA)
SUPPORT CORE TEAM 3B (DSCC-CSCB)
SUPPORT CORE TEAM 3C (DSCC-CSCC)
SUPPORT CORE TEAM 3D (DSCC-CSCD)

MISSION:

Provides operational control and support to the director to accomplish responsibilities for:

- a. Supply Support - provides operational control and support for materiel management for all items assigned to DSCC.
- b. Contracting and Production Support - contract planning and purchasing for all items assigned to DSCC-C, including single department acquisition items and installation support; implements Small and Disadvantaged Business, Economic Utilization and other programs. Further, provides manufacturing engineering, production management, industrial preparedness and post award support.
- c. Quality Assurance - develops and establishes contract QA requirements and performs the full range (cradle to grave) of identified functions for all items assigned to DSCC-C.
- d. Technical Support - provides or obtains technical and engineering support for DSCC mission, such as contracting, supply and related functions. Controls requests for engineering support from the military engineering support activities and resolves engineering support problems. Also, develops and maintains the catalog data management input, system requirements and quality control of the catalog operations for the group.

FUNCTIONS:

1. Reviews, approves or re-computes, as necessary, forecasts of requirements and applies
2. intensive management to select items.
3. Directs stock replenishment action.
4. Directs and controls distribution and redistribution of stocks.
5. Process local purchase requests.
6. Ensures sound investment of stock fund monies and provides financial management data.
7. Coordinates unusual storage matters with distribution activities.

8. Issues disposition instructions for excess stock fund materiel.
9. Approves return or direct non-return of reported customer excesses.
10. Directs recoupment of materiel from property disposal.
11. Authorizes loans of stock fund materiel, including GFM, to contractors.
Determines need and direct repair, rebuild, or modification of assigned items.
12. Conducts periodic reviews of supply management data to control and improve the supply position.
13. Participates in and/or initiates actions relating to cataloging, standardization, simplification, item management, classification, standard pricing and related programs.
14. Directs establishment and release of backorders.
15. Directs supply action on requisitions received from non-DOD agencies which are rejected by the computer.
16. Initiates requests for designation of substitute or interchangeable items.
17. Recommends termination of existing procurement actions when warranted.
18. Processes DLA Forms 1301, Depot Balance and/or Transaction Discrepancy (DB/TD), when differences are found between DSCC/Requisition History Records and parallel records being maintained at the depot.
19. Resolves computer rejected inventory transactions.
20. Adjusts accountable records.
21. Maintains records of due-in assets and reviews recurring documents and listings to ensure validity and proper recording of receipts.
22. Resolves discrepancies resulting from customer and distribution reports.
Reviews and submits inventory adjustment vouchers for approval.
23. Maintains Government-Furnished Materiel (GFM).
24. Processes transactions related to excess items.
25. Investigates Materiel Release Denials.
26. Makes credit determinations on customers complaints.
27. Expedites stock buys when actual or potential backorders exist.
28. Provide staff assistance in the resolution of operational contractual (P) problems with DSCC.
29. Assists in the implementation of DOD, DLA and intra-Group contract policies and procedures.
30. Takes action to modify contracting procedures based on contract reviews.
31. Accomplishes contracting planning.
32. Evaluates contracting packages in order to identify and coordinate resolution of deficiencies.
33. Determines method of contracting and appropriate contract clauses.
34. Determines range of competition to be solicited.
35. Implements the Small Business and Disadvantaged Business Utilization Program.
36. Solicits bids, proposals and quotations.
37. Evaluates bids, proposals and quotations and determines responsibility of prospective contractors.
38. Conducts negotiations on price, type of contract and other contractual provisions.
39. Obtains required contract approvals and clearances.

40. Provides contractually for progress, advance and other financial arrangements to contracts.
41. Provides contractually for performance bonds, as appropriate.
42. Awards contracts and places purchase and delivery orders.
43. Periodically screens and purifies bidders lists to ensure effectiveness and economy in coordination with DSCC-PA.
44. Assists with post-award actions.
45. Communicate status of procurements to interested parties.
46. Assumes Principal Contracting Officer (PCO) functions immediately after awards have been issued and responds as PCO to all inquiries from contractors, CAS elements and requisitioning activities.
47. Performs contract management actions as noted below and as otherwise provided in the DFAR, FAR and implementing guidance.
48. Administers contractor claims and waivers, and resolves contract disputes. In the role of PCO, attends Armed Services Contract Review Board hearings and contract disputes.
49. Reviews and approves change to contracts. Issues contract and purchase order modifications, change orders, supplemental agreements and shipment diversions. Issues Small Business Set-Asides and Option Exercises and contract modification effecting new acquisition.
50. Handles processing of performance bonds.
51. Processes progress and advance payments, guaranteed loans and other financial arrangements. Negotiates for and prepares modifications of, contracts to provide above financial arrangements by supplemental agreement, when required.
52. Evaluates and approves subcontractors for existing contracts, as required.
53. Issues show-cause letters, cure notices and terminations for convenience and/or default.
54. Obtains contract performance data; monitors, processes and expedites contracts, delivery and purchase orders and develops contract status information. Responds to inquiries by requisitioning activities relative to status of contract actions.
55. Maintains liaison with field contract administration and production elements.
56. Initiates and processes, to conclusion, necessary warranty actions, as appropriate.
57. Coordinates management actions with field contract administration organizations when delegations exist.
58. Develops, determines and tailors contract QA provisions to meet the need (Q) of each contract:
 - a. Develops inspections, tests and appropriate sampling plans which the contractor must perform to demonstrate compliance to technical requirements, including packaging, when such inspections, test and sampling plans are not provided by the Military Services, as necessary. Collaborates with other DSCC elements and Military Services, as necessary.
 - b. Determines the appropriate type of contract quality requirements (e.g., SF-32, General Provisions (Supply Contract), MIL-I-45208, MIL-Q-9858) the contractor must establish and implement.

Determines place of inspection and acceptance where the Government reserves the right to perform contract Quality Assurance actions.
Determines first article inspection requirements for inclusion in contracts.
Participates in first article inspection when necessary. Recommends the acceptance or rejection of first articles.
Determines verification inspection and testing requirements for inclusion in contracts.
Determines test, measuring and diagnostic equipment and calibration requirements for inclusion in contracts.

- c. Determines shelf life requirements for inclusion in contracts.
Establishes recommendations for approval/disapproval to contracting officers.

1. Determines need for and participation in preaward surveys and post award conferences and evaluates subsequent reports.
2. Prepares and issues QA Letters of Instruction to inspection activities and/or depots on contract quality requirements.
3. Performs Quality Systems Management Visits to evaluate the adequacy of technical requirements and product conformance, provides technical guidance and resolves quality problems.
4. Evaluates requests for waivers and deviations, coordinates position with the Military Services as appropriate and recommends approval/disapproval to contracting officers.
5. Investigates, resolves, takes corrective action and responds to C/DCs which report product or packaging quality deficiencies.
6. Establishes, maintains, and uses quality history data by item, contractor and specification. Provides input to the C/DC focal point for system entry.
7. Identifies and/or resolves QA problems with the contract technical data package (e.g., Section 4 of specifications, drawings and other technical data).
8. Identifies need for laboratory testing (e.g., support of customer complaint resolution) and request such testing.
9. Evaluates inspection and test results and reports for compliance to specified requirements and recommends approval/disapproval to contracting officers.
10. Develops QA storage standards for depot level quality control program.
11. Develops or assists in the development of QA guidance, procedures and programs for assigned Group functions to implement HQ DLA and GROUP policy and objectives.
12. Develops DLA-specialized commodity training or technical guidance for field contract administration services and depot QA personnel.
13. Reviews section 4 of product specifications and recommends improvement in support of the DLA assignee mission of the DOD Standardization Program through the DSCC standardization element.
14. Provides technical guidance and support to DLA laboratories and depots on calibration and metrology matters.
15. Prepares and issues QA Provisions to contracting.

16. Conducts quality control review of new and/or revised item identifications and catalog data worksheets including proper FSC assignments prior to transmission to DLSC.
17. Revises DLSC item identification rejects and directs corrective action.
18. Conducts quality review of input to the TIR to ensure transmission accuracy and conformance to DoD 4130.2-M, subsection 23, paragraph 2233.09 a.
19. Analyzes systems output products reflecting deficiencies and/or incompatibilities. Initiates or recommends corrective action.
20. Performs analysis of overage cataloging transactions and develops status report for all overage items.
21. Maintains files of logistics reassignments in conjunction with responsibility for the collection and dissemination of technical data to the gaining item manager.
22. Prepares corrective cataloging transactions involving adding, deleting or changing part numbers, reference number category codes, reference number variation codes, document availability codes and other non-technical actions.
23. Inputs official user and management data segments of item identification actions for transmission to DLSC.
24. In the electronics commodity area, reviews initial and revised military specifications and standards received for coordination from Military Service preparing activities or their agents.
25. Provides technical and engineering assistance to Item Identification Commodity Teams for performance of item entry control functions.
26. Provides technical and engineering determinations on the adequacy of specifications, purchase descriptions, standards, drawings, and other documents containing technical requirements for contracting.
27. Provides technical/engineering determinations on bids for alternate items and acceptability of "or equal" solicitations, sole source and deviations and waivers to specifications. Coordinates in-house determinations with using activities and/or assigned military engineering support activities.
28. Determines necessity for and obtains the Military Services' authorization for the preparation of engineering drawings. Requests the Military Services' development of engineering drawings.
29. Provides technical and engineering recommendations on industrial mobilization, pre-award and other planning surveys.
30. Determines interchangeability and substitutability.
31. Provides technical advice for the determination of shelf life, test and item recoverability requirements.
32. Makes recommendations to the Military Services for changes to item characteristics, engineering efforts to resolve item related problems and resolution of engineering support problems.
33. Assists the Military Services in developing justification to support their requests for engineering resources to resolve essential technical problems.
34. Provides technical support for provisioning as required by Provisioning Control Activity.
94. Provides technical assistance to the GAO and Defense Criminal Investigative Services (DCIS) when requested, in relation to DSCC assigned commodities.

35. When referrals are received, assist and review through in-house work or referral to others, as appropriate.
36. Reviews new items and/or assists other operating elements in assignment of reparable and recoverable codes.
37. Reviews high unit cost items to determine reparability and/or recommends for service management.
38. Provides priority processing of manufacturers' status changes as required by the Diminishing Manufacturing Sources and Materiel Shortages (DMSMS) Program.
39. Reviews and processes candidate item in support of the Group-Buy Program.
100. Serves as the technical focal point for the Programmable Read Only Memory/Read Only Memory (PROM/ROM) Program.
40. Assembles and provides technical data for the programming of components required by the Military Services.
41. Recommend candidates for reverse engineering in an effort to broaden the competitive base for procurement and/or to reduce the unit price.
42. Reviews and recommends candidates for the CA Program.
43. Develops and provides justification for sole source procurement when alternate means of support are not available.
44. Performs pricing reviews on SSRs and when requested.
45. Recommends candidates for consideration in the item standardization program.
46. Reviews and, when necessary, makes direct input to DLSC to change Demilitarization (DMIL) codes to ensure adequate controls are applied in the disposal of material and components.
47. Develops, establishes, and maintains the Contracting Technical Data File (CTDF) and the Specification Drawing, Standard (S/D/T) Record, except for quality control and packaging data.
48. Upon receipt, processes items transferred from the Military Services for DSCC management. Data is reviewed and required information input to the CTDF.
49. Receives and inputs special review codes for items when required in support of special projects such as GIRDER, COMPAD, Readiness, etc.
50. Reviews CGPRs to determine if information is adequate and current. Obtains required information and updates records to prepare for procurement.

COMMODITIES CORPORATE UNIT (DSCC-CC)

MISSION:

Serves as the Directorate focal point for Weapons Support and Diminishing Manufacturing Source Programs, Tailored Support to Customers, Long term and Automated Contracting, as well as all internal administrative and analytical matters.

DMS TEAM (DSCC-CCD)

MISSION:

Administers the DSCC Diminishing Manufacturing Source and Materiel Shortage (DMSMS) Program, to include assignment of DMSMS cases, and their execution, as well as having responsibility for implementation of all relevant DMS policy.

1. Administers the Center's DMSMS Program.
2. Initiates DMSMS Program policy.
3. Provides procedural guidance on the program for Center operational elements.
4. Centrally researches and assigns DMSMS case numbers.
5. Establishes and tracks milestones for each case.
6. Initiates or coordinates Commodity/Application Group inventory management case input.
7. Initiates or coordinates Commodity/Application Group technical case input.
8. Maintains Service/Agency DMSMS Focal Point mailing list.
9. Corresponds with focal points concerning Life-of-Type (LOT) Weapons System support.
10. Makes final decision as to method of LOT support, based on service requirements.
11. Computes and initiates LOT buy actions.
12. Maintains internal tracking system and provides program reports to DoD.
13. Inputs/updates data to the Government Industry Data Exchange Program (GIDEP).
14. Represents DLA/DSCC on the DoD Oversight Group.
15. Represents DSCC on the DLA Working Group.
16. Performs liaison visits to customers and manufacturers.
17. Maintains master database of all NSN's in the DMSMS database.
18. Monitors DMS inventory levels and disposal projects.
19. Performs system administration duties for DLA Shared Data Warehouse.
20. Initiates Interservice Support Agreements (ISSA's) and Memorandums of Agreement (MOA's) in support of specialized DMSMS requirements as appropriate.
21. Takes lead in matters pertaining to acquisition and storage of microcircuit die
22. material.
23. Provides DSCC/DLA point of interface with the Defense Microelectronics Agency
24. (DMEA).
25. Serves as Program Manager for the Generalized Emulation of Microcircuits (GEM) Program. Also provides Contracting Officer's Technical Representative (COTR) support to the GEM Program.
26. Serves as technical consultant to the DSC non-procurable items team in FSC 5962. Provides assessment of item procureability through programs such as GEM, Advanced Microcircuit Emulation (AME) and Virtual Parts Supply Base (VPSB).

AUTOMATED PHASE 1 TEAM (DSCC-CCH)

MISSION:

Accomplishes responsibilities for contracting, planning and purchasing for all items assigned to the Supply Center for contracting. Implements Small and Disadvantaged Business, Economic Utilization, and other programs. Carries out the responsibilities of post award functions. Executes the Automated Phase 1 system utilizing the Electronic Data Interchange (EDI) program here at DSCC.

AUTOMATED PHASE 1-CORE TEAM 1 (DSCC-CCHA)

FUNCTIONS:

1. Evaluates contracting packages in order to identify and coordinate resolution of deficiencies.
2. Determines range of competition to be solicited.
3. Solicits quotations via Electronic Data Interchange.
4. Evaluates responsibility of prospective contractors.
5. Conducts negotiations on price and other contractual provisions.
6. Awards delivery orders.
7. Issues contract modifications.
8. Screens and purifies bidders lists periodically to assure effectiveness and economy.
9. Assumes PCO functions immediately after awards have been issued; responds as PCO to all inquiries from contractors and requisitioning activities.
10. Administers contractor claims and waivers; resolves contract disputes.
11. Reviews and approves change to contracts. Issues delivery order modifications, change orders, Supplemental Agreements, and shipment diversions.
12. Issues show cause letters, cure notices, and terminations for Convenience/Default. Issues cancellation/withdrawal actions on purchase orders.
13. Obtains contract performance data; monitors, processes, and expedites contracts delivery, and purchase orders; develops contract status information. Responds to inquiries by requisitioning activities Commodities relative to status of contract actions.
14. Maintains liaison with field post award and production elements.
15. Takes action to resolve deficiencies reported by Procurement Data Package Recommendations/Deficiency Reports (DD 1716).
16. Initiates actions to resolve delinquent awards of F-38 report.
17. Participates in the Value Engineering/Analysis Cost Reduction Programs.
18. Performs ongoing reviews; and takes actions to uncover fraud, waste and abuse (substitution, fast pay violations, defective items, etc.)
19. Identifies and advises management of contractors having deficient performance problems. Maintains close surveillance and provides feedback.
20. Detects and reports suspected overpricing to the Pricing Officer.
21. Recommends placement of contractors having serious performance deficiencies on internal DSCC Contractor Review List (DCRL). Maintains close surveillance and recommends removal or other additional actions as performance improves or deteriorates.
22. Initiates and assists Counsel involving suspension/debarment actions against contractors suspected of fraud or other serious contract violations.

23. Executes ESOC requirements.
24. Processes computer input/output to operate automated BPA call and IDTC delivery order placement systems under SAMMS Automated Small Purchase System Phase I (SASPS I)
25. Takes necessary action, during manual review, to resolve those conditions, which caused manual placement Request for Quotation (RFQ) in manual review status.
26. Receives and processes all Phase I computer outputs.
27. Reviews and processes a variety of computer reports relative to SASPS I.
28. Evaluates all vendor response data in order to determine subsequent SASPS I action required, including suspension and reinstatement decisions.
29. Executes all automated BPAs.
30. Resolves vendor problems and complaints relative to SASPS I.
31. Recommends modification and change to computer data when necessary.
32. Performs PCO responsibilities for post award action for orders issued under BPAs in addition to the basic BPAs.
33. Processes second material receipt follow-up.
34. Reviews and evaluates contractor performance for compliance with all contract terms and conditions. Negotiates required changes, terms, prices and delivery terms.
35. Identifies and/or evaluates changes and enhancements to the Phase I program.
36. Initiates and/or participates in studies and special projects relating to the Phase I program. Evaluates requests for expansion of the program and coordinates with interested/impacted offices.
37. Initiates or coordinates on all System Change Requests as they related to the Phase I program.
38. Accomplishes customer liaison to identify and resolve customer problems or concerns.
39. Participates as Center representative in studies and special projects. Must coordinate efforts with affected organizational elements within DSCC and other agencies.
40. Assists in the implementation of EDI programs. Plans appropriate method of introduction and provides guidance to the functional users.
41. Monitors current EDI programs and solves problems. Identifies enhancements or new area of application. Prepares management reports as to status of programs.
42. Participates in the development of new EDI projects. Analyzes Center operations and recommends where EDI would improve current practices. Coordinates with appropriate offices to determine impact on current processes.
43. Ensure receipt of data stream and SAMMS reports.
44. Reviews and evaluates contractor orders for adequacy and compliance with contract. Negotiates for required changes, terms, prices and delivery schedules.
45. Operates as PCO and ACO on all walls listed against the BPA responding to all inquiries from the contractor, requisitioning elements, and outside elements interested in this approach.
46. Performs all post award actions: Issuing change orders, modification/supplication agreements, show cause letters, cure notices and terminations for convenience and they related to individual calls.

47. Obtains, monitors, processes data on contract performance, status, and response to inquiries relative to same.
48. Receives and processes data; review and monitors a variety of computer reports relative to Phase I. Coordinates and precipitates resolution of computer/program problems. Recommends modification and changes to computer data when appropriate.
49. Processes status expedite and cancellation request on BPA calls
50. Receive and resolve Reports of Discrepancy. (ROD)

AUTOMATED PHASE 1-CORE TEAM 2 (DSCC-CCHB)

MISSION:

Accomplishes planning and purchasing for specialized contracting functions assigned to DSCC-C, including long-term multi-year contracts utilizing commercial catalogues and Electronic Data Interchange/Electronic Commerce technology.

FUNCTIONS:

1. Participates in contracting planning.
2. Evaluates contracting packages in order to identify and coordinate resolution of deficiencies.
3. Determines method of contracting and appropriate contract clauses.
4. Determines range of competition to be solicited.
5. Implements the Small Business and Disadvantaged Business Utilization Programs.
6. Solicits bids, proposals, and quotations.
7. Evaluates bids, proposals, and quotations, and determines responsibility of prospective
8. Contractors.
9. Conducts negotiations on price, type of contract and other contractual provisions.
10. Obtains required contract approvals and clearances.
11. Provides contractually for progress, advance, and other financial arrangements to contractors.
12. Provides contractually for performance and payment bonds as appropriate.
13. Awards contracts and places purchase and delivery orders.
14. Periodically screens and purifies Bidder's Lists to ensure effectiveness and economic in coordination with DSCC-PA.
15. Performs post award actions.
16. Communicate status of procurements to interested parties.
17. Processes part number purchase requests.
18. Performs all post award functions related to Non-NSN purchases and responds to all inquiries from contractors and requisitioning activities.
19. Provides support for all supplies and services assigned to DSCC-C.
20. Responsible for oversight, training, and policy development of post award cadre.

21. Evaluates and approves subcontractors for existing contracts as required.

LONG TERM AND CORPORATE CONTACTING TEAM (DSCC-CCL)

MISSIONS:

Responsible for identifying business opportunities and developing complex Long Term contracts to meet the specific needs of a major DSCC customer or weapon system. Analyzes alternative business approaches, initiates recommendations, builds consensus, and develops the new contractual support arrangement. Ensures the long-term contracts include provisions to support the war fighter during contingencies, including mobilization. Provides a focus on implementing the DSCC Shift-to-Commercial Business Practices (SCP) initiatives. Performs independent research on a variety of customer requirements to determine ways to improve and expand customer support while moving toward SCP goals. Develops complex Long Term Contracts such as Corporate Contracts or large groupings of items in support of the DSCC SCP initiatives and in support of various Tailored Support Arrangements.

FUNCTIONS:

1. Develops complex long-term contracts such as Corporate Contracts or significantly large groupings of items based on manufacturing characteristics or manufacturer. These contracts may become part of the DSCC Supply Chain utilized by various TSAs or become their own tailored support for some customers.
2. Conducts customer research to determine the need for new or improved methods of supporting customer requirements. This work includes reviewing and prioritizing the customer base; identifying customer requirements including surge and sustainment; developing an in-depth understanding of customer operations, infrastructure, and priorities; utilizing business acumen in gathering, developing, and analyzing customer data; and establishing customer-focused readiness goals and metrics.
3. Conducts market/industry research to create, expand, and maintain long term contractual support. Reviews and/or researches previously conducted Benchmarking and other customer related studies to identify current practices and trends in the marketplace. Investigates market/industry information available from universities, institutes, and other academic and professional organizations. Conducts contractor site visits to gain first-hand knowledge and corroborate information gained from other sources. Documents and disseminates market/industry information gathered throughout the Agency as well as supporting Teams/Groups by contributing to a local market research results repository and network. Reviews market/industry within DLA business practices and proposes needed changes in local, agency, and department policies when current practices fail to meet current or future market/industry trends. Uses all available approaches to evaluate the supply chain and explore logistic solutions for individual and customer groups. Identifies customer supply chain constraints and verifies customer requirements and forecasts. Determines total support baseline to establish current level of support and

opportunities for increased support. Determines business implications by reviewing customer market share impact in comparison to cost benefit and feasibility analyses through detailed logistics modeling and evaluating the impact with all affected local and agency operations.

4. Performs acquisition management. Prepares for contract activation's (ramp-up) and ensures completion of applicable system changes. Implements any applicable rollout plans, monitors contractor performance, and maintains/administers contracts. Resolves any customer support issues. Completes contract closeouts. Monitors and assesses the successes of tailored support solutions, maintains contract actions and lessons learned documentation, and disseminates all available information to other workgroups.

TAILORED SUPPORT TEAM (DSCC-CCT)

MISSION:

Responsible for identifying business opportunities and developing Tailored Support Arrangements (TSA) to meet the specific needs of a major DSCC customer. Analyzes alternative business approaches, initiates recommendations, builds consensus, and develops the new support arrangement. Ensures the tailored support arrangement includes provisions to support the war fighter during contingencies, including mobilization. Provides a focus on implementing the DSCC Shift-to-Commercial Business Practices (SCP) initiatives. Performs independent research on a variety of customer requirements to determine ways to improve and expand customer support while moving toward SCP goals.

FUNCTIONS:

WEAPON AND ADMINISTRATIVE SUPPORT TEAM (DSCC-CCW)

MISSION:

Serves as the Weapon System Support Manager for the support of designated military service Level A Weapon and Troop support and as the Weapons System Point of Contact/Point of Interface between DLA Lead Center ICP and Electronic Commodity Units. Provides mission support and administrative services to the groups managers in the analysis, development, coordination and implementation of programs, policies, systems procedures required for the functional, personnel and statistical management.

FUNCTIONS:

ADMINISTRATIVE SUPPORT CORE TEAM (DSCC-CCWA)

FUNCTIONS:

1. Maintains, analyzes and coordinates all financial management data and develops the operating program/budget for the Application Group, to include justification to support resource requirements.
2. Functions as OPI for the group in the reorganization or realignment of functions.
3. Coordinates the development and/or implementation of policies, procedures and programs relative to personnel management and administrative planning with the Application Group.
4. Coordinates, screens and controls all personnel actions. Furnishes training for this system.
5. Monitors and furnishes training for time and attendance clerks and supervisors in the Automated Time and Attendance Production System (ATAAPS)
6. Coordinates participation in Manpower Improvement Management.
7. Performs all centralized administrative support functions essential for operational control and coordination of the group including:
8. Coordinates requirements for spaces, office moves, facilities, equipment and nonexpendable supplies.
9. Responsible for the custody of assigned government-owned property.
10. Maintains formal accountability for assigned items.
11. Serves as focal point for all functional matters relating to the use of AIS and microcomputers.
12. Coordinates with other Group and Corporate Information Office personnel, functional requirements/descriptions and appropriate justification for systems changes necessary for standard, unique, and microcomputer systems.
13. Provides technical advice and assistance to functional managers with respect to AIS.
14. Researches specific AIS problems/products to identify cause factors to the degree functional specialists can confirm functional requirements were adequately and properly followed in systems design. Request assistance from appropriate activity when necessary to resolve problems.
15. Participates or coordinates, as required, in testing of functional AIS programs and program changes and in studies/reviews of functional system requirements.
16. Coordinates changes to the reports format file (RFF).
17. Coordinates Safety Program.
18. Performs all TASR duties, to include obtaining required systems access and training.
19. As required, provides principal to alternate Top Secret Control, Secret Control, and/or Security Officer, provides classified document control, and administers Internal Security Program as prescribed by DLA 5200.12., DLA Information Security Program.
20. Provides principal and alternate custodians of classified documents control, principal and alternate security representatives to administer the Internal Security Program; including information, personnel, physical and ADP security, in accordance with applicable publications. Prepares Emergency Roster for the GROUP and acts as the alternate Field Activity Basic Emergency Plan (FABEP) representative.
21. Provides ADP security inventory and monitors ADP equipment and software.

22. Obtains duplication service.
23. Administers the Files Maintenance and Disposition Program.
24. Maintains formal accountability for assigned items.
25. Plans accountable property inventory workload and coordinates inventory schedules with distribution activities.
26. Provides for receipt, storage and distribution of all forms used.
27. Coordinates furniture maintenance work orders.
28. Administers portion of the Incentive Awards, Safety and Health Programs, U. S. Saving Bonds and other official fund raising campaigns.
29. Administers the Training and Suggestion programs. Provides technical guidance and program management in career development for mission. Coordinates identification and development of courses and instructions to satisfy the specialized commodity and on-the-job training (OJT) needs of personnel. Manages the Intern Program as it applies.
30. Performs studies, analyzes information, and prepares narrative reports to make recommendations for changes in policies, procedures, equipment, or corrective ineffective or inefficient procedures for processing of administrative work throughout the Group.
31. Coordinates policy and procedures with the Corporate Information Office.
32. Acts as a point of contact for the Application Group Director, when dealing with the Corporate Information Office.
33. Functions as coordinator in conjunction with the Corporate Information Office in the internal management control and analysis of the Group, including position management, operations and cost performance data to determine efficiency and system performance; participates in/develops statistics charts, and management information for group.
34. Conducts studies, performs analyses and recommends solutions to problems in contracting concepts, operations procedures and techniques; implements approved recommendations and coordinates solutions with contracting elements of DLA as required.
35. Coordinates and consolidates responses to inquiries and reports, including Congressional inquiries, GAO, DOD Inspector General Reports, Hotline, Fraud, Waste and Abuse (except Pricing) and other reviews such as Acquisition Management Reviews. Monitors implementation of follow-up actions.
36. Administers the Internal Control Program.
37. Receives and analyze various supply, technical and procurement data reports.
38. Assists and prepares charts, graphs, and slides for presentations and briefings for the Commander, staff and visitors.
39. Provides mail service and classified document control.
40. Acts as the classified safe custodian.
41. Performs all other administrative functions related to the Group.

WEAPON SUPPORT CORE TEAM (DSCC-CCWW)

FUNCTIONS:

1. Gathers, analyzes and interpret Service and DLA Services; readiness data for the weapon and troop support systems.
2. Develops key issues and detailed action plans for the weapon and troop support system as necessary.
3. Maintains weapon and troop support system readiness metrics (external and internal).
4. Coordinates and ensures weapon and troop support system programs data is included in requirements determination process.
5. Recommends appropriate investment and acquisition strategies that enhance weapon and troop support systems.
6. Ensures validated weapon and troop support system requirements are included in the POM/budget process. May be called upon to defend inputs to the POM/BES/ARP/MYR.
7. Responsible for the management and oversight of Industrial Forecasting Support Groups (IFSG's) when applicable to assigned level A weapon system(s).
8. Disseminates weapon and troop support system configuration, technical and safety issues impacting support requirements.
9. Prepares and/or conducts weapon and troop support system reviews.
10. Assures representation at appropriate weapon and troop support system meetings/conferences.
11. Advises and educates customer of DLA policy and procedures which affects weapon and troop support system support programs.